

Sandwich Town Council - Payment Schedule 2021/22 - October 2021

Month	Date of Meeting	Pmt No.	Payee	Description	Budget Heading	Power of Expenditure	Net	Vat	Total
OCTOBER	25/10/2021	211	Dover District Council	Parking Permit - Quay Convenience Attendant	Officers Travel & Parking Expenses	Officer (HR / Project Manager)	£165.00	£0.00	£165.00
OCTOBER	25/10/2021	212	Rosehill Furnishings	Example chair for Guildhall (to be reimbursed by Guildhall account)	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£107.52	£0.00	£107.52
OCTOBER	25/10/2021	213	Salaries - Sandwich Town Council	Mayors Attendant Salaries - October 2021	Mayor's Attendant & Uniform	Officer (HR / Project Manager)	£924.18	£0.00	£924.18
OCTOBER	25/10/2021	213	Salaries - Sandwich Town Council	Sandwich Town Council Administration Salaries - October 2021	Town Clerk & Office Staff	Officer (HR / Project Manager)	£3,783.00	£0.00	£3,783.00
OCTOBER	25/10/2021	213	Salaries - Sandwich Town Council	Quay Conveniences Salaries - October 2021	Quay Conveniences - Salaries	Officer (HR / Project Manager)	£996.31	£0.00	£996.31
OCTOBER	25/10/2021	213	Salaries - Sandwich Town Council	Cattle Market Conveniences Salaries - October 2021	Cattle Market Conveniences - Salaries	Officer (HR / Project Manager)	£260.00	£0.00	£260.00
OCTOBER	25/10/2021	213	Salaries - Sandwich Town Council	S144 - Visitor Information Centre - October 2021	S144 Salaries	Officer (HR / Project Manager)	£1,038.72	£0.00	£1,038.72
OCTOBER	25/10/2021	213	Salaries - Sandwich Town Council	Contribution to Caretaking Staff - October 2021	Contribution to Caretaking Staff	Officer (HR / Project Manager)	£628.28	£0.00	£628.28
OCTOBER	25/10/2021	213	Salaries - STBF Guildhall	Guildhall Caretaking and Cleaning - October 2021	Caretaker & Cleaner Salaries	Officer (HR / Project Manager)	£5,654.49	£0.00	£5,654.49
OCTOBER	25/10/2021	213	Salaries - STBF Guildhall	Guildhall Administration Salaries - October 2021	Guildhall Admin Salaries	Officer (HR / Project Manager)	£3,133.33	£0.00	£3,133.33
OCTOBER	25/10/2021	213	Salaries - STBF Guildhall	Visitor Information Staff (Guildhall element) - October 2021	Visitor Information Staff (Guildhall roomhire/weddings element)	Officer (HR / Project Manager)	£1,558.07	£0.00	£1,558.07
OCTOBER	25/10/2021	213	Salaries - Sandwich Toll Bridge Fund	Administration Salaries - October 2021	STBF salaries	Officer (HR / Project Manager)	£2,293.66	£0.00	£2,293.66
OCTOBER	25/10/2021	214	Mr K A Chapman	Warden Fees - Monks Wall Nature Reserve, 02/09/21 - 01/10/21	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£243.33	£0.00	£243.33
OCTOBER	25/10/2021	215	Business Stream	Water charges - Black Lane Allotment Site 16/06/2021 - 24/09/2021	Black Lane / Sandown Road Allotments	Officer (HR / Project Manager)	£389.88	£0.00	£389.88
OCTOBER	25/10/2021	216	Kent County Council	Photocopy Paper	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£62.55	£12.51	£75.06
OCTOBER	25/10/2021	217	Castles Security Shredding	Shredding charges	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£30.00	£0.00	£30.00
OCTOBER	25/10/2021	218	Training Highway	Website Maintenance - October 2021	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£40.00	£0.00	£40.00
OCTOBER	25/10/2021	219	Training Highway	IT Support - October 2021	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
OCTOBER	25/10/2021	219	Training Highway	IT Support - October 2021 (To be refunded by STBF Guildhall A/C)	IT Expenses (incl. Website) (Guildhall)	Officer (HR / Project Manager)	£101.40	£0.00	£101.40
OCTOBER	25/10/2021	220	Amazon Business	2 x Office Chairs for the Visitor Information Centre	S144 (Other Expenditure)	Officer (HR / Project Manager)	£117.46	£23.50	£140.96
OCTOBER	25/10/2021	221	Biffa	Recycling Charges - Office bins	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£23.16	£4.63	£27.79
OCTOBER	25/10/2021	222	Zurich Municipal Insurance	Drill Hall Insurance 06/10/21 - 31/03/21 (added to main Zurich policy)	Drill Hall / Quayside Market	Officer (HR / Project Manager)	£586.04	£0.00	£586.04
OCTOBER	25/10/2021	223	Mr S Wilson	Reimbursement of Quay Convenience Fee due to door mechanism error	Quay Conveniences - Other Expenditure	Officer (HR / Project Manager)	£0.80	£0.00	£0.80
OCTOBER	25/10/2021	224	Highway Business Services	Set up of 2 iPads (one officer and one Councillor iPad)	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£100.00	£20.00	£120.00
OCTOBER	25/10/2021	225	Annemarie Huigen	Management of the Thursday markets in September 2021	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£200.00	£0.00	£200.00
OCTOBER	25/10/2021	226	WBS Copiers	Photocopier charges 23/08/2021 - 23/09/2021	Photocopier (Rental & Usage)	Officer (HR / Project Manager)	£48.98	£9.79	£58.77
OCTOBER	25/10/2021	227	S Weatherall	Mow Donkey Paddock	Donkey Paddock	Officer (HR / Project Manager)	£50.00	£0.00	£50.00
OCTOBER	25/10/2021	228	Harris Pub Co Limited	Catering Services - Deputies Supper	Mayor's Hospitality (Including Civic Events)	Officer (HR / Project Manager)	£410.40	£20.40	£430.80
OCTOBER	25/10/2021	229	Cllr Paul Graeme	Reimbursement for gifts to Arts Society prizes (to be reimbursed by Mayors Fund)	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£50.00	£0.00	£50.00
OCTOBER	25/10/2021	230	Information Commissioners Office	Data Protection Fee Renewal 21/11/2021 - 20/11/2021	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£60.00	£0.00	£60.00
OCTOBER	25/10/2021	231	Public Works Loan Board	Drill Hall - half-yearly loan repayment	Drill Hall / Quayside Market	Officer (HR / Project Manager)	£8,086.75	£0.00	£8,086.75
OCTOBER	25/10/2021	232	Business Stream	Fishergate water charges 21/04/21 - 16/09/21	Fishergate	Officer (HR / Project Manager)	£40.86	£0.00	£40.86
OCTOBER	25/10/2021	233	Phoenix Link UK	Phone Charges - September 2021	S144 (Other Expenditure)	Officer (HR / Project Manager)	£63.70	£12.74	£76.44
OCTOBER	25/10/2021	233	Phoenix Link UK	Phone Charges - September 2021	Office Expenses (incl. telephone)	Officer (HR / Project Manager)	£63.70	£12.74	£76.44
OCTOBER	25/10/2021	233	Phoenix Link UK	Phone Charges - September 2021	Office Expenses (incl. telephone) (GH)	Officer (HR / Project Manager)	£63.69	£12.74	£76.43
OCTOBER	25/10/2021	234	Peninsula Business Services	Provision of HR Services	Peninsula Business (HR)	Officer (HR / Project Manager)	£112.67	£21.28	£133.95
OCTOBER	25/10/2021	235	Rhino Plant Hire	Works at Monks Wall Nature Reserve	Monks Wall Nature Reserve	Officer (HR / Project Manager)	£1,353.00	£270.60	£1,623.60
OCTOBER	25/10/2021	236	Sage	Monthly fees - Sage Payroll	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£17.00	£3.40	£20.40
OCTOBER	25/10/2021	237	Awesome Tech Training	Training Course for Project Manager re setting up newsletters	Staff Training	Officer (HR / Project Manager)	£25.00	£5.00	£30.00
OCTOBER	25/10/2021	238	Town Sergeant	Reimbursement for Mayoral Mileage	Mayoral Travel	Officer (HR / Project Manager)	£176.61	£0.00	£176.61
OCTOBER	25/10/2021	239	Caretaker	Reimbursement for Mayoral Mileage	Mayoral Travel	Officer (HR / Project Manager)	£11.74	£0.00	£11.74
OCTOBER	25/10/2021	240	Mayor of Faversham Charity Fund	Tickets for the Mayor, Mayoress and chauffeur to visit the Kent Police Museum	Mayoral Expenses	Officer (HR / Project Manager)	£60.00	£0.00	£60.00
OCTOBER	25/10/2021	241	Mayoress of Folkestone's Charity Fund	Tickets for the Mayor, Mayoress and chauffeur to attend the Mayor of Folkestone's Turkish Night	Mayoral Expenses	Officer (HR / Project Manager)	£65.00	£0.00	£65.00
OCTOBER	25/10/2021	242	Amazon Business	2 x iPad charging cables for Councillor iPads	IT Expenses (incl. Website)	Officer (HR / Project Manager)	£14.14	£2.83	£16.97
OCTOBER	25/10/2021	243	Zoom	Zoom Account for Guildhall (to be reimbursed by Guildhall account)	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£119.90	£23.98	£143.88
OCTOBER	25/10/2021	244	Wayfair	1 x office chair for HR / Project Manager	Miscellaneous / Unexpected Expenditure	Officer (HR / Project Manager)	£149.99	£0.00	£149.99
OCTOBER	25/10/2021	245	Kent County Council	Design fees for Sandwich parking restrictions and alleyway accessibility improvements	Highways Improvement Plan (H.I.P's)	Officer (HR / Project Manager)	£400.00	£0.00	£400.00
						Total	£33,981.71	£456.14	£34,437.85